

**UNITED STATES DEPARTMENT OF AGRICULTURE**

Farm Service Agency  
 100 USDA, Suite 102  
 Stillwater, OK 74074-2653

**For:** County Offices

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**October Reports and Reminders**


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**Approved by:** State Executive Director




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**1 Report Policy**

**A Provide Report**

Except for electronically transmitted reports, counties are to mail reports by date listed on the calendar. Routine reports listed **are not to be transmitted** by FAX. Exception may be granted by the section requiring the report.

A REPORT (positive or negative) from each county IS REQUIRED UNLESS the CALENDAR INDICATES that a NEGATIVE REPORT IS NOT REQUIRED.

Pinkslips will be sent to each county in which a report has not been received by the date, unless a negative report was not required.

**2 Action**

**A Submit Reports**

Prepare and submit reports to the State Office by the dates shown on the following reports calendar.

<b>Disposal</b>	<b>Distribution</b>
December 1, 2003	County Offices



**Administrative Reports**

The following reports are to be submitted to the State Office Administrative Section by the dates listed below:

<b>Date</b>	<b>Report</b>
October 7	Quarterly Inventory of CCC checks on Hand (FSA-289) 1-FI (Rev. 13) Par. 133, Exhibit 1
October 3	Quarterly County Office Work Measurement (FSA-54) <b>(Applies only to counties in Work Measurement)</b> 12-AO Par. 42, Exhibit 9, Part 2
October 16	County Office Year End Workload and Fund Allocation Report (FSA-55) 12-AO Par. 42 Exhibit 9, Part 2
Within One Week of Receipt of Quad	Reconciliation of CCC-514 (Administrative Funds Control Ledger) with CCC-514-1 print out for FY 03. 115-FI (Rev. 5) Par. 35
Within One Week of Receipt of Quad	Reconciliation of County Office Expenditures with Administrative CCC Check Control Records (FSA-545-1) for FY03 3-BU (rev.1) Par. 67, Exhibit 20
October 15	Annual FOIA (Freedom of Information Act) Report (FSA-537) 2-INFO, Par. 9,10

**Compliance/ Peanut Reports**

The following reports are to be submitted to the State Office Compliance Section by the dates listed below:

<b>Date</b>	<b>Report</b>
October 10	FSA 569 Activity Report, 6-CP (Rev. 2), Par. 604 and Exhibit 1. This report should cover activity from September 1 through September 30. Negative reports are <b>NOT REQUIRED</b> .
October 10	FSA-493, Highly Erodible Land and Wetland Conservation Violation Data – 6-CP (Rev. 2, Par. 801 and Exhibit 1. This report should cover activity from September 1 through September 30. Negative reports are <b>NOT REQUIRED</b> .

**Conservation Reports**

The following reports are to be submitted to the State Office Conservation Section by the dates listed below:

Date	Report
October 1	Verify that the system automatically, during start-of-day, prints and queues the ACP-305 Monthly Progress Report and Conservation 305 Monthly Progress Report and that during EOD, it transmits the data to the State Office.
October 1	ACP-259A, County Office Automated Ledger Reconciliation Checklist (for all conservation programs), 1-CONSV, Par. 765.
October 6	Report EEA460-R001, ACP and Interim EQIP Allocation Reduction Report, 1-CONSV (Rev. 1), Par. 856.
October 6	Report EEB460-R001, CCC Allocation Reduction Report, 2-CONSV, Par. 414-415.
October 31	CRP Managed Haying and Grazing Report (OK Notice CRP-554, subparagraph 5 L).

**Farm Loan Programs Reports**

The following reports are to be submitted to the State Office Farm Loan Program Section by the dates listed below:

Date	Report
October 6	Quarterly Report on Statute of Limitations OK Notice FLP-344
October 25	Borrower Training Report OK Notice FLP-343

**Outreach Reports**

The following reports are to be submitted to the State Office Outreach Coordinator by the dates listed below:

Date	Report
Every Friday	Record of Outreach Activities 1-INFO (Rev.2), OK Exhibit 2 Negative reports are <b>NOT REQUIRED</b> .

**Price Support Reports** The following report is to be submitted to the State Office Price Support Section by the date listed below:

Date	Report
October 7	Commodity Loan and LDP Spot Check Report for September. <u>Negative</u> reports are also required.
October 7	Quarterly Information and Outreach Activities Report for quarter ending September. Reference: 1-INFO, OK Exhibit 1 (Rev. 2)

**Production Adjustment Reports** The following are reports to be submitted to the State Office, Production Adjustment Section by the dates listed below:

Date	Report
October 5	Late Voucher Report NAP-1R (2-NAP, Paragraph 321). LA Interest Payment Report NAP-2R (2-NAP, Paragraph 322). Note: State Office will assume reports are negative unless county provides a report.

**Administrative Reminders** The following are reminders of actions to be performed in the County Office by Administrative personnel during the month of **October**:

Reminder
115-FI (Rev. 5) para. 35 D states: On the first workday of a new FY (October), County Offices shall print the entire CCC-514 ledger for the prior FY.

**Compliance/ Peanut Reminders** The following are reminders of actions to be performed in the County Office by Compliance personnel during the month of **October**:

Reminder
none

**Conservation  
Reminders**

The following are reminders of actions to be performed in the County Office by Conservation personnel during the month of **October**:

<b>Reminder</b>
<b>ALL ROLLOVER ACTIVITIES ARE TO BE COMPLETED ON OCTOBER 1.</b>
CRP Prepayment Reports completed prior to CRP annual rental payments. (1-CRP, par. 354)
CRP expiration letter to be printed on the first workday in October for all affected participants on CRP-1's that expired on September 30.
The CRP Annual Rental Payments Authorization Data Report will print after the first start of day when the CRP payment file is downloaded. The Service Center employees must review and verify the downloaded values and sign the report. (1-CRP, subparagraph 357C)
Conservation cost information shall be place on OK Exhibit 15, page 4 , of 2-CRP (Rev. 4) and submitted to the State Office by the last working day of each month.
Notify managed grazing participants by October 14 that all livestock must be removed from the CRP acreage by October 29 and final managed grazed acres reported by November 8.
October 9 is the final date to report actual acres managed hayed.

**Conservation  
Reminders  
Cont.**

The following are reminders of actions to be performed in the County Office by Conservation personnel during the month of **October**:

Set Monthly Average Grazing Losses according to OK Exhibit 10 of 8-DF (Rev.1). Counties which hold their COC Meeting during the first 14 days of the month shall set average grazing losses for the prior month. Counties, which had their COC Meeting on or after the 15 <sup>th</sup> of the month, shall set average grazing losses for the current month.
Publicize continuous CRP signup provisions – 2 CRP, Part 5.
CCC-1200 Status Report to be run at end of the month (2 CONSV, Par. 144 B)

**Farm Loan Programs**

The following are reminders of actions to be performed in the County Office by Farm Loan Program personnel during the month of **October**:

**Reminders**

<b>Reminder</b>
A check sheet must be prepared on each inventory property to determine if all necessary steps have been taken and requirements met. Completed check sheets should be submitted to Phil Estes, with a copy to the District Director.
County Offices with EM Designations should send out quarterly EM Designation notification to borrowers according to FmHA Inst. 1951-T, 1951.953(a).
Farm Loan Teams are to forward FSA-1980-26, Report on Collection Activities on Liquidated Accounts, to lenders who have received a loss claim because of liquidation in the 3 years. (2-FLP Part 14 Par 362A) These reports are due in the State Office by November 30, 2001.
DDs are to email State Default Status Reports and State Past Due Status Reports to the State Office by the monthly DD meeting.

**Price Support Reminders**

The following are reminders of actions to be performed in the County Office by Price Support personnel during the month of **October**:

<b>Reminder</b>
Year 4 LMAAP Spot Check Reports are to be completed by October 15 <sup>th</sup> and submitted to the State Office by November 3, using format in OK Notice LD-498, Exhibit 1.

**Production  
Adjustment  
Reminders**

The following are reminders of actions to be performed in the County Office by Production Adjustment personnel during the month of **October**:

<b>Reminder</b>
Spousal signature notification to producers in the first newsletter of the FY and local news release. 1-CM (Rev. 3), subparagraph 676 D.
Counties with a combined state producer shall submit a pervious FY PPH printout for the produce to the State Office
Specific AMTA provisions must be published at least twice during each FY. See 1-PF, paragraph 7 for a complete listing of the required provisions.
QBOP Overpayment Registers must be run every 60 days. Notice DCP-61
Run reconstitutions reports included in 2-CM, paragraph 520 after farm records rollover.
Ensure farms are properly constituted according to 2-CM (Rev. 4), subparagraph 70 C.

<b>Date</b>	<b>Reminder</b>
October 1	Acreage reporting date for: Clover – grazing (actual date is 15 days prior to onset of grazing) Cool season grasses – grazing (actual date is 15 days prior to onset of grazing) Mixed forages that include a cool season grass variety – grazing (actual date is 15 days prior to onset of grazing)
October 1 or 10	Final planting dated for: Small grains for fall/winter forage Mixed forages that include a small grain
October 15	Final planting date for clover – forage
October 16	Acreage reporting date for fall (planting period 03) spinach.